

FISCAL YEAR 2011
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT

REQUEST FOR APPLICATIONS

Applications must be received by October 22, 2010 by close of business

(You may submit your application before this date if you wish)

Submit Applications to:

Akua White, MS, RD
Nutritionist
USDA, Food and Nutrition Service
Food Distribution Division
3101 Park Center Drive, Room 508
Alexandria, VA 22302
Telephone: (703) 305-1126 Fax (703) 305-1410
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Program Support Branch Main Telephone Number
(703) 305-2662

FISCAL YEAR 2011
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT

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- New Application Template (Sample)
- Renewal Application Template (Sample)
- Sample Evaluation Chart
- Project Evaluation Guidance
- Sample Budget Summary Chart
- Nutrition Education Resource Guide for Native Communities
- Summary of FDPNE Projects Funded in FY 2008, 2009 and 2010

REMINDERS for FY 2011!

The application process is easier. There are now two ways to apply for nutrition education funding, New Applications (Simplified) and Renewal Applications.

New: Effective FY 2011, Renewal Applicants may not address more than one to two goals. If you are submitting a Renewal Application for FY 2011, please select up to two goals (and no more than three objectives for each goal) from those that were approved for FY 2010. At least one of the goals *must* be a nutrition goal.

NEW APPLICATIONS (SIMPLIFIED)

New Applications (Simplified) New applicants may elect to use the New Application Template (Sample), which simplifies the application process. See more about this process beginning on page 12.

RENEWAL APPLICATIONS

Programs funded in FY 2010 may apply to renew your application for FY 2011.

Questions and Answers on Renewal Applications

Question: What is a Renewal Application?

Answer: A renewal application is a request for FY 2011 funding that will continue your existing projects and activities that were funded in FY 2010.

Question: If I apply for renewal, do I have to write new goals and objectives?

Answer: No. A renewal application means that you will conduct a project using one to two of the same goals that were approved for FY 2010. You must submit a new timeline. You may also submit new tasks and activities if they fit within your existing goals and objectives. **If you want to write new goals and objectives for FY 2011, you must submit a new application. If your project design is new, you must submit a new application.**

Question: If I apply for renewal, do I have to submit budget forms and a budget narrative for FY 2011?

Answer: Yes. You must submit new budget forms and a new budget narrative.

Question: I received funding in FY 2009 but did not apply for funding in FY 2010. Can I use the Renewal Application process?

Answer: No. Only programs that received FDPNE funds for FY 2010 may apply to renew their funding for FY 2011. If you received funding in FY 2009 and want to apply again, you must submit a new application.

Question: Am I guaranteed to receive funding if I submit a Renewal Application for FY 2011?

Answer: No. There is no guaranteed funding. If you apply for renewal, the content of your application will still be reviewed and evaluated.

Question: Why should I submit a renewal application for FY 2011?

Answer: Two reasons: (1) the renewal process is easier and (2) you will continue to provide much needed nutrition education services to your participants while establishing ongoing, consistent nutrition education services. More details about this option are provided on page 15.

Question: What is an important requirement for submitting a renewal application?

Answer: **Submission of the FY 2010 FDPNE Progress Report is a requirement for applying for renewal.**

SAMPLE EVALUATION CHART

Write directly onto the Sample Evaluation Chart (See Attachment F) to document how you plan to evaluate your project in FY 2011. You may use the chart for all New and Renewal applications. Several methods for evaluating project results are included on the chart. Simply place an X in the column next to the method you will use.

SAMPLE BUDGET SUMMARY CHART

Another tool for FY 2011 is the **Sample Budget Summary Chart** (See Attachment H). It can be used as part of a Renewal Application or a New Application. **It is strongly recommended that this chart is used to document your budget narrative** to ensure that required budget items are explained clearly. **The application review and funding decision process may be prolonged if budget items are not clearly explained.**

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS FY 2011 NUTRITION EDUCATION GRANTS

REQUEST FOR APPLICATION (RFA)

INTRODUCTION

The USDA Food and Nutrition Service (FNS) expects to award additional administrative funding totaling approximately \$1 million in fiscal year (FY) 2011 for the provision of nutrition education to participants in the Food Distribution Program on Indian Reservations (FDPIR). Only Indian Tribal Organizations (ITOs) and State agencies (SAs) that currently administer FDPIR are eligible to receive these funds.

The goal of the Food Distribution Program on Indian Reservations Nutrition Education (FDPNE) program is to enhance the nutrition knowledge of FDPIR participants and to foster positive lifestyle changes for eligible household members, through intensive integrated nutrition education interventions. FNS is seeking applications for funding to provide nutrition education services to FDPIR participants and potentially eligible participants that are underserved by Supplemental Nutrition Assistance Program Nutrition Education (SNAP-Ed).

FNS expects to continue to receive FDPNE funds in the future and would like ITOs and SAs to establish ongoing nutrition education activities for participants that result in improved health and behavioral outcomes.

GENERAL INFORMATION

Who May Apply? ITOs and SAs that administer FDPIR may apply individually or as a consortium of ITOs and/or SAs (e.g., as a region or a regional nutrition advisory council). If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs in the consortium.

The application must be submitted by a current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR). This means that applications that include the participation of ITOs that are under the administration of a State agency (i.e., certain programs in Montana, Nevada, North Carolina, North Dakota, and Oregon) must be submitted by the State agency that oversees those programs, or, in the case of consortiums, by an ITO that is a FDPIR allowance holder.

FNS encourages ITOs and SAs to consider collaborating with other ITOs or SAs, other FNS programs that serve FDPIR participants and other nutrition education providers when designing and implementing FDPNE projects. While there is no limit on the number of applications that an ITO/SA may submit either individually or collectively, the applications must be significantly different in order to receive funding for more than one application. Following is further guidance on submitting applications:

Project Director. Designate a Project Director. A minimum 50 percent time commitment (more than one staff position can be combined to reach 50 percent) is required for the designated Project Director(s). The Project Director may be a current staff member. ITO applications may request funds to hire a staff person to perform this function **for the duration of the FDPNE funding period.**

Funding and Duration. Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when approvals will be made and funds will be available. Up to \$1 million in administrative funding is anticipated in FY 2011 for FDPNE. FDPNE funds must be obligated by September 30, 2011.

Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have created a legal responsibility for the expenditure of funds, although actual payment (i.e., liquidation of the obligation) may not occur until later. For example, a contract for the purchase of food displays must be executed on or before September 30, 2011; however, the actual payment of funds may occur after September 30, 2011. All obligations must be liquidated by December 30, 2011, unless an extension has been granted by FNS.

FNS reserves the right to reduce or increase the amount of funds requested. FNS also reserves the right to cancel this RFA, in whole or in part, if sufficient funds are not available.

While FNS expects to meet as much need as possible, award amounts will be based on funding availability, application quality, number of applications, and the total amount requested by all applicants. There is no minimum or maximum amount, although requests for \$250,000 or more should indicate whether the project can be separated into smaller components should less funding be available.

The submission of an application does not guarantee funding.

Funding for approved FDPNE projects will be provided through the Letter of Credit process, in the same manner as other FDPIR administrative funding. **The approved FY 2011 nutrition education project must be incorporated as an amendment to the ITO's/SA's Plan of Operation.**

Submission Due Date. The completed application package must be received by FNS by close of business on October 22, 2010.

Submission of Application. Applications may be submitted by any of the following methods:

- 1) **E-mail** the application to: fdd-psb@fns.usda.gov. **IMPORTANT!** The subject line of your e-mail should read: PROPOSAL-FDNPE 2011. **Note: If you use this method, documents requiring authorized signatures must be faxed to Akua White.**
- 2) **Fax the Application:** (703) 305-1410, Attention: Akua White
- 3) **Hand deliver or mail one original and two copies of your application to:**

Akua White, MS, RD
Nutritionist
Food and Nutrition Service,
USDA, Food Distribution Division
3101 Park Center Drive, Room 508
Alexandria, VA 22302
(703) 305-1126

If you choose to mail your application, FNS strongly suggests using a mail delivery service that guarantees delivery and allows you to track delivery to FNS.

Mailed applications must be ready for copying (i.e., single-sided, on 8 ½" x 11" paper, unstapled, and unbound, except for a paper or binder clip).

Questions: Refer all questions regarding this application to Akua White at (703) 305-1126 or Akua.White@fns.usda.gov or Stephanie Cooks at (703) 305-2741, Stephanie.Cooks@fns.usda.gov.
FNS Regional Office staff members are available to provide technical and other assistance to ITOs and SAs in developing FDPNE applications.

GENERAL APPLICATION TIPS

Please read this application package carefully and make sure you follow all of the instructions.

- **It is highly recommended that you use the New Application Template (Sample), Attachment A, or the Renewal Application Template (Sample), Attachment B to document your FY 2011 FDPNE request for funding to conduct a nutrition education project.** The templates are Microsoft Word documents that allow you to type or paste text in the empty spaces that are indicated. **All new applicants should:**
- Limit your application to the number of pages that follow:
 - ✓ The table of contents: one page
 - ✓ The organizational overview: one page
 - ✓ The project summary: one page
 - ✓ The project staff: one page
 - ✓ The detailed proposal: up to twenty pages
 - ✓ The evaluation: one page
 - ✓ The budget narrative and budget attachments: up to six pages
 - ✓ Attachments as needed
- **Address all areas that are required for the Application Content.**
- Include all required forms and make sure they are signed by an authorized representative of your organization.
- Use the **Application Checklist** (Attachment I or Attachment J) to help prepare your application.
- Go online to <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants for fillable copies of all required forms.
- Final approval of applications is subject to the receipt of appropriated funds; therefore, FNS cannot provide assurances as to when approvals will be made and funds will be available. Please keep this in mind when planning the timeline for your activities to begin. We suggest that you describe time frames for tasks and activities in relation to receipt of funding, for example, “one month following receipt of funding”.

APPLICATION REQUIREMENTS

- 1) **Target Audience.** All FDPNE activities must be geared towards FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR.
- 2) **Avoid Duplication of Effort with SNAP-Ed (formerly known as Food Stamp Nutrition Education or FSNE.)** FDPNE funds may not be used to provide services that are currently being funded by FSNE although they may be used to augment such services. Coordination with local SNAP-Ed projects is encouraged.
- 3) **Application Focus.** The focus of your FDPNE application must be:
 - a) Health promotion – To help FDPIR participants and potentially eligible participants establish healthful eating habits and a physically active lifestyle.
 - b) Science based nutrition education messages that are consistent with the Dietary Guidelines for Americans and the associated Food Guidance System, MyPyramid. Please refer to the USDA Center for Nutrition and Policy Promotion web site at <http://www.cnpp.usda.gov> for complete information on the Dietary Guidelines for Americans and MyPyramid.

The FSNE Guiding Principles, at <http://www.fns.usda.gov/oane/menu/FSNE/FSNE.htm>, articulate FNS' vision for SNAP-Ed and establish standards of excellence for nutrition education. ITOs and SAs should consider these principles as they develop their FDPNE projects.

- 4) **Standard Goals:** Your project may address one to two of the standard goals. One of the goals must be a nutrition education goal. You may include the goal of engaging in daily physical activity as part of a healthful lifestyle but this may not be your only goal.

TIP: Choosing goals for your project. Use one of the following options:

*One nutrition goal, or
Two nutrition goals, or
One nutrition goal and the physical activity goal*

- a) **Nutrition Goals:** Your application must address at least one of the following nutrition education goals:
 - Increase the consumption of a variety of fruits and vegetables
 - Increase the consumption of whole grain products
 - Consume fat-free or low-fat milk or equivalent milk products
 - Consume less salt
- b) **Physical Activity Goal:** Your application may address this goal if you have selected a nutrition education goal:
 - Engage in daily physical activity as part of a healthful lifestyle
- 5) **Culturally Appropriate Interventions.** Special consideration will be given to culturally based nutrition education projects/interventions that have been shown to be effective with Native American/Alaska Native populations.

- 6) **Allowable Activities and Services.** FDPNE funds may be expended on a variety of nutrition education activities and services. See Attachment E for examples of allowable activities and services.
- 7) **Coordinating and Collaborating with Partners.** The likelihood of nutrition education messages successfully having an impact on recipients increases when consistent, repeated messages are delivered through multiple channels in a relevant way. FNS encourages the ITOs and SAs to coordinate and collaborate with private, federal, state, local, and tribal nutrition education providers to facilitate a collaborative and integrated nutrition education approach. These partners may include, but are not limited to:
- a) Special Supplemental Nutrition Program for Women, Infants and Children (WIC) providers;
 - b) USDA's National Institute of Food and Agriculture (NIFA) (formerly known as the Cooperative State Research, Education and Extension Service);
 - c) Tribal or State Departments of Health or Education;
 - d) Indian Health Service (IHS);
 - e) Tribal Colleges;
 - f) State-level nutrition networks;
 - g) County or local chapters of health organizations (e.g., American Diabetes Association, American Heart Association, etc.);
 - h) Local nutrition education providers (such as SNAP-Ed); or
 - i) Other SAs or ITOs.
- 8) **Matching Funds.** ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part.

TIP: Document the match requirement clearly and calculate the match accurately.

- a) The matching requirement may be satisfied by:
 - ITO or SA contributions, including:
 - i) Cash outlays made by the ITO or SA; and/or
 - ii) Non-cash contributions (e.g., the depreciation or use allowance on building space for the provision of nutrition education, when the building is owned by the ITO or SA at the time of the activity).
 - Third-party in-kind contributions, including:
 - i) The value of goods and services contributed to the ITO or SA by other non-Federal public entities and institutions for FDPIR; and/or
 - ii) The value of services rendered by volunteers (e.g., the use of volunteer dietetic interns to assist with nutrition education).
- b) An ITO/SA that is unable to meet the required match rate of 25 percent must submit compelling justification to waive the match requirement, in whole or in part. Compelling justification submission must include the following:
 - Summary Statement. The summary statement must include more than an assertion that no other funds are available to the ITO/SA to operate the program. The ITO/SA must explain why the proposed budget amount is necessary for the effective operation of the program and why the Federal share of funding should be more than 75 percent. The summary statement should include the reasons why the 25 percent match cannot be met by the ITO/SA and how the accompanying

financial documents support this position. The summary statement must be prepared by and/or cleared through tribal or state financial management staff.

- **Supporting Financial Documents.** The supporting financial documents should represent the financial status of the ITO/SA within the last two years, so that the FNS regional office can accurately assess the current financial situation of the ITO/SA. Acceptable supporting financial documentation includes, but is not limited to, the following:
 - A set of audited financial statements that includes all tribal/state enterprises;
 - If the ITO/SA has an audit requirement under OMB Circular A-133 and 7 CFR Part 3052, the most recent audit reporting package submitted under 7 CFR 3052.320;
 - A financial statement from the entity responsible for negotiating the Indirect Cost Rate on behalf of the ITO/SA.

Please refer to the “Terms and Conditions of Application Approval” for instructions on reporting the match contribution.

- 9) **Allowable Use of Funds.** See Attachment D for allowable and unallowable administrative expenses.

TERMS AND CONDITIONS OF APPLICATION APPROVAL

- 1) The awardee is responsible for the implementation of the approved application. For ITOs/SAs applying as a consortium, the lead agency must assume responsibility for the consortium’s compliance with these terms and conditions.
- 2) The awardee shall ensure that all expenditures paid under an approved FDPNE grant (whether supported by Federal or matching funds) are incurred for authorized activities. FDPNE funds must be managed in accordance with Federal administrative rules, regulations, and procedures as follows:
 - a) **EXPENDITURES:** ITOs/SAs must follow the Federal cost principles in Office of Management and Budget *(OMB) Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments), the administrative requirements in USDA regulations at 7 CFR Part 3016, the suspension/debarment rules at 7 CFR Part 3017, the lobbying restrictions at 7 CFR Part 3018, the drug-free workplace requirements at 7 CFR Part 3021, and the audit requirements at 7 CFR Part 3052. If ITOs/SAs apply as a consortium, all consortium members must follow these requirements.
 - b) If an ITO/SA uses a university, not-for-profit organization, or for-profit organization as a partner in a FDPNE project, and the partner incurs costs that will be reimbursed by Federal or matching funds, the partner must follow the following Federal rules:
 - i) Universities must follow the Federal cost principles of *OMB Circular A-21, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.
 - ii) Not-for-profit organizations must follow the Federal cost principles of *OMB Circular A-122, the administrative requirements at 7 CFR Part 3019, and the requirements of 7 CFR Parts 3017, 3018, 3021, and 3052.
 - iii) For-profit organizations must follow the Federal cost principles of Part 31 of the Federal Acquisition Regulation (41 CFR section 1-15.2) for for-profit organizations. They must also comply with 7 CFR Parts 3017, 3018, and 3021.

*OMB circulars may be found at http://www.whitehouse.gov/omb/circulars_default

- 3) In accordance with FNS Instruction 716-4 (find this instruction at http://www.fns.usda.gov/fdd/forms/fns_instructions.htm), the awardee may redirect funds between direct cost line items in their approved budgets to meet unanticipated needs as follows:
- a. When Transfers are Equal to or Less Than Ten Percent of Total Approved Budget. The awardee is not required to advise or request approval from the appropriate Regional Office when the cumulative transfers of funds among direct cost categories is equal to or less than ten percent of the total approved budget (regardless of the Federal share of the approved budget).
 - b. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is Equal to or Less Than \$100,000. If the Federal share of the approved budget is equal to or less than \$100,000, the awardee must advise the appropriate Regional Office when the cumulative transfers of funds among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget. This is for monitoring purposes only; Regional Office approval is not required.
 - c. When Transfers Exceed Ten Percent of Total Approved Budget and Federal Contribution is More Than \$100,000. If the Federal share of the approved budget exceeds \$100,000, the awardee must obtain prior approval from the appropriate Regional Office when the cumulative transfers of funds among direct cost categories exceeds or is expected to exceed ten percent of the total approved budget.
- 4) Following the close of the fiscal year, the awardee must return any unobligated funds to FNS no later than December 30, 2011. **Obligations incurred by September 30, 2011 must be liquidated no later than December 30, 2011 unless an extension has been granted by FNS.** Consortium members other than the awardee/lead agency will not report separately to FNS on their FDPNE expenditures (both Federal and matching), but rather shall report them to the lead agency so that the lead agency can prepare financial reports covering the entire consortium.
- 5) **Financial Status Report:** The awardee is required to report quarterly on the use of federal and tribal/state funds for FDPNE. Form SF-425, Federal Financial Report, is due 30 days after the end of each quarter for which funding was received. (For example January 30, April 30, July 30, and October 30.) A final report is due December 30, 2011. All matching contributions for the FDPNE grant must be reported on the SF-425.

In instances where the awardee is the lead agency of a consortium, the lead agency must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium **and** the total matching contributions of all members of the consortium.

- 6) The awardee is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.
- 7) Reporting Requirements
- a) **Project Progress Report:** The awardee shall submit one written progress report to the Food Distribution Division Nutritionist (see contact information below). The reporting period shall be specified in the award letter. The report shall contain the short project summary provided in your original application, brief statements that document progress towards implementing tasks, and any barriers that may affect the outcome of objectives.
 - b) **Project Evaluation Report:** The awardee shall submit a written evaluation to the FDD Nutritionist (see contact information below) no later than 90 days after completion of the project. The report shall

contain a project summary including, but not limited to, description of implementation and impact, a description of how the project met its goals and objectives, lessons learned, and future implications for the awardee. In instances where the applicant is a consortium, the lead agency shall compile the results from all funded ITOs/SAs into a single report and submit it to FNS.

Food Distribution Division Nutritionist:

Akua White, MS, RD

Food and Nutrition Service, USDA

Food Distribution Division

3101 Park Center Drive, Room 508

Alexandria, VA 22302

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APPLICATION CONTENT INSTRUCTIONS

OPTION A

NEW APPLICATION (Simplified)

It is strongly suggested that applicants use Attachment A, New Application Template (Sample) to prepare and submit a new application. You may write directly onto the template. The template simplifies the application preparation process for ITOs/SAs by providing pre-written goals, objectives, and tasks from which the applicant may select. The template also provides detailed guidance on preparing other sections of the application.

NOTE: If you do not use the template, you must include items 1 through 11, below, in your application.

APPLICATION CONTENT REQUIREMENTS

- 1) **Table of Contents.** Include a one-page table of contents.
- 2) **Organizational Information.** Include a short description of your organization that may include information on administrative management, unique features of the Reservation or geographic location, health and social service programs provided for participants, number of FDPIR participants served monthly, brief statement regarding the cultural beliefs or practices of the tribe, how the FDPIR program is delivered (through a warehouse set up, through tailgating) current or past nutrition education efforts, any resources available, and partnerships.

If the applicant is a consortium, identify the member organizations of the consortium and add a short statement regarding how each consortium member will contribute to the project. The lead agency will be considered the awardee and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide.

- 3) **Summary.** Provide a short summary that describes the needs to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.

- 4) **Project Staff.** Provide a list of staff who will work on the project and their responsibilities or job descriptions. A nutrition education Project Director must be identified.
- 5) **Detailed Application.**
- a) **Target Audience.** The target audience must be FDPIR participants or persons who are potentially eligible for FDPIR. Potentially eligible individuals would include, but are not limited to, SNAP recipients residing in the area served by FDPIR who do not have access to SNAP services, persons who live in public housing on the reservation, or persons in the Tribal TANF office waiting area. **For each nutrition education activity, describe the audience who will participate in or benefit from the activity (e.g., mothers and children participating in FDPIR).** If an activity is geared to or will include potentially eligible individuals, describe the target audience so that it is clear to the reviewer that the audience meets the criterion of potentially eligible for FDPIR (e.g., A class on healthy cooking focusing on reducing sodium, sugar, and fat will be targeted to elderly residents of subsidized housing on the reservation).
 - b) **Partners.** Provide a list of all organizations, agencies, or individuals who will provide or assist in the provision of nutrition education to the target audience. **Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign an agreement. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide. Attach or fax agreements.**
 - c) **Goals.** Indicate in broad terms what you hope to achieve through your nutrition education project. If you are using the sample template (Attachment A) you must select one to two of the four pre-written nutrition education goals. The selected nutrition education goal may be combined with a physical activity goal. **It is highly recommended that applicants focus on no more than two goals.**
 - d) **Objectives.** Include one to three objectives for each goal. Objectives should be specific, measurable, and realistic (e.g., increase the proportion of participants knowledgeable about the importance of fruits and vegetables to good health by 25 percent; train 25 families on healthful snacking). If you are using the New Application Template (Sample), Attachment A, it is recommended that one to three pre-written objectives be selected.

TIP: FOR APPLICANTS WHO ARE NOT SELECTING PRE-WRITTEN GOALS AND OBJECTIVES.

Goals and objective must be realistic and must be do-able. Propose goals and objectives that you are sure you can accomplish. Think carefully about the tasks that need to be performed to accomplish the objectives and document them clearly in your application. (See Attachment C for more information on writing goals and objectives.)

- e) **Tasks/Activities for each Objective.** Describe each task/activity that you (or your partners) will perform while implementing your project (e.g., design a nutrition education activity; select participants for the activity; train staff to perform the activity; develop training materials).
- f) **Timeline.** Provide a list of key events/activities and when they will occur. All FDPNE funds must be obligated by September 30, 2011. (Obligation of funds occurs when an ITO/SA has made a commitment to pay allowable expenses. This means that the ITO/SA has taken steps that have

created a legal responsibility for the expenditure of funds. Actual payment (i.e., liquidation of the obligation) may occur later. For example, a contract for the purchase of food displays must be executed on or before September 30, 2011, however, the actual payment of funds may occur after September 30, 2011. All obligations must be liquidated by December 30, 2011, unless an extension has been granted by FNS.) The sample application templates for New and Renewal applications provide a space in which you can enter your timeline.

Note: Final approval of applications is subject to congressional appropriation of funds. FNS cannot provide assurances as to when approvals will be made and funds will be available. Keep this in mind when planning the timeline for your activities to begin. Use time periods such as “one month after receiving funds.”

- 6) **Evaluation.** Describe how you plan to evaluate your project. Include a description of how data will be gathered to monitor progress toward meeting the project’s objectives. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who received nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Evaluation can be done internally; there is no requirement for external evaluation and no need to hire consultants or specialists to perform the evaluation. **TIP: Use the Sample Evaluation Chart (Attachment F) to document your plan. Submit the chart with your application.** The evaluation should focus on how the project will measure whether the goals and objectives are met. For detailed information on evaluating projects, visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm> and click on FDPIR Nutrition Education Grant and Award Information to obtain the Project Evaluation Guidance document.
- 7) **Budget and Justification.**
- a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. Since you participated in FY 2010 you should already have a DUNS number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.
 - b) **Budget.** Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.
 - c) **Budget Narrative.** The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project.

TIP: You may use Attachment F, Budget Narrative Checklist, to ensure that all information required is included in your narrative. Ensure that each budget item is explained clearly in your budget narrative. Use the Sample Budget Summary Chart (Attachment H) to document your budget requests.

- d) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a

consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

In instances when the cognizant agency has not acted to approve or modify an Indirect Cost Rate (ICR) proposal, but the ITO/SA can demonstrate that it submitted an ICR to the cognizant agency in a timely manner and the cognizant agency's failure to act was due to no fault of the ITO/SA, an interim ICR may be applied in the ITO's/SA's FDPNE application. However, the interim ICR may not exceed the ICR most recently approved by the cognizant agency.

If an ITO/SA has not submitted an ICR to the cognizant agency **or** the cognizant agency has not acted to approve or modify an ICR proposal, the ITO/SA may apply a default ICR equal to 10 percent of its direct labor costs (excluding overtime, shift or holiday premiums, and fringe benefits) in preparing its annual FDPIR administrative budget.

8) **Certifications.** Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

9) **Attachments.**

- a) Copies of agreements or memoranda of understanding with partners.
- b) Other supporting documentation.

OPTION B RENEWAL APPLICATION INSTRUCTIONS

NOTE: If you did not receive funding to conduct a FDPNE project in FY 2010 you may not use the renewal application. You may, however, submit a new application for funding. (See Option A.)

Renewal Applications can only be submitted by organizations who received FY 2010 FDPNE funds.

Applying for renewal means you will conduct the same project in FY 2011 that was conducted in FY 2010. If you want to conduct a different project you must submit a New Application.

The goals and objectives that were funded for 2010 will be evaluated for funding a similar project in FY 2011. Please be aware that your FY 2010 proposal will be reviewed to determine suitability for renewal.

It is strongly suggested that applicants use Attachment B, Renewal Application Template (Sample) to prepare and submit your request to renew your application for FY 2011. If you do not use the sample template, you must ensure that items 1 through 11, below, are included in your application.

RENEWAL APPLICATION REQUIREMENTS

1) **Table of Contents.** Include a one-page table of contents.

- 2) **Organizational Information.** If the applicant is a consortium, identify the member organizations of the consortium and a short statement regarding how each consortium member will contribute to the project. Indicate clearly who the lead agency is for the consortium. The lead agency will be considered the awardee and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. **(If the lead agency will be different for FY 2011, the consortium may still apply for renewal. Make sure that the lead agency is indicated clearly on your application.)** Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide.
- 3) **Project Staff.** Provide a list of staff who will work on your nutrition education project in FY 2011 and their responsibilities or job descriptions. A nutrition education project Director must be identified.
- 4) **Lessons Learned in FY 2010.** Provide information on what you learned in FY 2010 and what changes you would make, in any, to your project in FY 2011.
- 5) **Goals and objectives approved for FY 2010. Document the goals and objectives that were submitted and approved for FY 2010.** You may cut and paste text from the application that was submitted at that time.
- 6) **Tasks/Activities.** Describe each task/activity that you (or your partners) will perform during the implementation of the project in FY 2011. You may use the same tasks from FY 2010, or submit new tasks for FY 2011 (e.g., design a nutrition education activity; select participants for the activity; train staff to perform the activity; develop training materials). Explain how the tasks will meet your goals and objectives.
- 7) **Timeline.** Submit the new timeline for your FY 2011 tasks and activities.
- 8) **Evaluation.** Describe your plan for evaluation, including a description of how data will be gathered to monitor progress toward meeting the project's objectives.
- 9) **Budget and Justification.**
 - a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. Since you participated in FY 2010, you should have a DUNS number which can be used for FY 2011. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency.
 - b) **Budget.** Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants.
 - c) **Budget Narrative.** The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project.

TIP: Ensure that each budget item is explained clearly in your budget narrative. You may use Attachment G, Budget Narrative Checklist, to ensure that all information required is included in your narrative. Use Attachment H, Sample Budget Summary Chart, to document your budget narrative and explain your requests.

- d) **Indirect Costs.** Applicants that intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

In instances when the cognizant agency has not acted to approve or modify an Indirect Cost Rate (ICR) proposal, but the ITO/SA can demonstrate that it submitted an ICR to the cognizant agency in a timely manner and the cognizant agency's failure to act was due to no fault of the ITO/SA, an interim ICR may be applied in the ITO's/SA's FDPNE application. However, the interim ICR may not exceed the ICR most recently approved by the cognizant agency.

If an ITO/SA has not submitted an ICR to the cognizant agency **or** the cognizant agency has not acted to approve or modify an ICR proposal, the ITO/SA may apply a default ICR equal to 10 percent of its direct labor costs (excluding overtime, shift or holiday premiums, and fringe benefits) in preparing its annual FDPIR administrative budget.

- 10) **Certifications.** Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grant and Award Information.

11) **Attachments.**

- a) Copies of agreement or memoranda of understanding with partners.
- b) Other supporting documentation.

SELECTION CRITERIA OPTION A - NEW APPLICATIONS

Applications will be screened to ensure that one to two of the goals are addressed in the project. Applications that do not meet this requirement will not be evaluated further. A panel of FNS staff will review and evaluate the technical merit of each application.

The following selection criteria and weights will be used to evaluate new applications.

- 1) **Project Design and Implementation** (40 percent)
 - a) The goals and objectives are clearly identified and appropriate for the proposed project.
 - b) Tasks are reasonable and appropriate for proposed objectives.
 - c) Timeline appears reasonable and feasible given proposed activities.
 - d) Evaluation plans are sufficient to determine whether project met its goals and objectives.
- 2) **Budget Appropriateness** (30 percent)
 - a) The budget is consistent with the project objectives and proposed activities.
 - b) Appropriate budget justifications are provided, including details on how costs were derived and how funds will be spent, and for what activities.

- c) Funding requested is economical and reasonable in relation to the proposed scope and effort of the proposed project.
- 3) **Need, Originality, Creativity, and Cultural Appropriateness (30 percent)**
 - a) The ITO/SA demonstrates a need for the proposed project.
 - b) Proposed project is original and creative.
 - c) A description is provided of the cultural relevance of the nutrition education approach.

SELECTION CRITERIA OPTION B - RENEWAL APPLICATIONS

Renewal Applications will be screened to ensure that all content area is included. Applications that are incomplete will not be evaluated further. A panel of FNS staff will review and evaluate the application and the proposals that were submitted in FY 2010. **Submission of the FY 2010 Progress Report is a FY 2011 requirement for applying for renewal.**

- 1) **Project Design and Implementation (40 percent)**
 - a) The goals and objectives are clearly identified and appropriate for the proposed project.
 - b) Tasks are reasonable and appropriate for proposed objectives.
 - c) Timeline appears reasonable and feasible given proposed activities.
 - d) Evaluation plans are sufficient to determine whether project met its goals and objectives.
- 2) **Budget Appropriateness (30 percent)**
 - a) The budget is consistent with the project objectives and proposed activities.
 - b) Appropriate budget justifications are provided, including details on how costs were derived and how funds will be spent, and for what activities.
 - c) Funding requested is economical and reasonable in relation to the proposed scope and effort of the proposed project.
- 3) **Need, Originality, Creativity, and Cultural Appropriateness (30 percent)**
 - e) The ITO/SA demonstrated a need for the proposed project.
 - f) Proposed project is original and creative.
 - g) A description is provided of the cultural relevance of the nutrition education approach.

LIST OF ATTACHMENTS

Attachment A	New Application Template (Sample)
Attachment B	Renewal Application Template (Sample)
Attachment C	Tips on Writing Goals and Objectives
Attachment D	Allowable and Unallowable FDNPE Administrative Expenses
Attachment E	Examples of Allowable FDPNE Activities and Services
Attachment F	Sample Evaluation Chart
Attachment G	Budget Narrative Checklist
Attachment H	Sample Budget Summary Chart
Attachment I	Application Checklist (NEW)
Attachment J	Application Checklist (RENEWAL)
Attachment K	Useful Resources
	<ul style="list-style-type: none">• New Application Template (Sample)• Renewal Application Template (Sample)• Sample Evaluation Chart• Project Evaluation Guidance• Sample Budget Summary Chart• Nutrition Education Resource Guide for Native Communities• Summary of FDPNE Projects Funded in FY 2008, FY 2009, and FY 2010

New Application Template (Sample)
FDPNE Fiscal Year 2011

1) SIMPLIFIED APPLICATION PROCESS

- a) You may write on this sample template to apply for funding to conduct a FDPNE project for FY 2011.
- b) All applications must be focused on standard goals. Your project may address up to two of the standard goals. One of the goals must be a nutrition education goal.

TIP: *Choosing goals for your project. Select as follows:*
One nutrition goal, or
Two nutrition goals, or
One nutrition goal and the physical activity goal

- c) **Nutrition Goals: Your application must address at least one of the following nutrition education goals:**
 - Increase the consumption of a variety of fruits and vegetables
 - Increase the consumption of whole grain products
 - Consume fat-free or low-fat milk or equivalent milk products
 - Consume less salt
- d) **Physical Activity Goal: Your application may address this goal if you have selected a nutrition goal:**
 - Engage in daily physical activity as part of a healthful lifestyle
- e) Pre-written goals, objectives and tasks are provided to make it easier to complete your application and conduct a project that will meet the criteria stipulated in the Request for Application (RFA).

2) Tips for Using the New Application Template (Sample)

- a) The template is a Microsoft Word Document. Begin entering the information on the second page of this attachment. Ensure that all information requested has been included.
- b) Use as much space as you need to enter your response. You are not limited to the amount of space that is directly under text boxes or in columns. The information that you add to the sample template should adhere to the number of pages recommended in the RFA.
- c) Complete the Application Cover Sheet. Type or paste text in the empty space below each section.
- d) Enter page numbers in the Table of Contents after you have completed your application. Double-check them to ensure that the page numbers are correct.
- e) Use Attachment I, Application Checklist, to ensure that you have responded to all information that is required.
- f) Follow all directions in the RFA document to submit your application.
- g) Do not include this Tip Sheet with your completed application.

Attachment A

**FISCAL YEAR 2011
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT**

NEW APPLICATION COVER SHEET

Enter the name of the applicant organization or program in the space directly below.

Enter the address of the applicant organization in the space directly below.

Enter the name and title of the application contact person in the space directly below.

Enter the Phone Number of the application contact person below.

Enter the name of the person who will be the Project Director (if known) directly below.
(If this is the same name as the Contact Person enter the name again)

Enter the Fax Number of the contact person below.
(If there is no Fax number, enter NONE)

Enter the E-mail Address of the contact person below.
(If no e-mail address, enter NONE)

What is the total amount of your budget request? Enter the amount in the space below.

ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part. **Enter the match percentage that will be contributed in the space below.**

Enter **YES** in the space below if you are requesting a waiver of the match. **Remember to include the documents needed to apply for a waiver. See the RFA. See the APPLICATION REQUIREMENTS section of the RFA for more details.**

Attachment A

(Instruction: Enter page numbers for your Table of Contents on the right side of the page under **PAGE NUMBERS**. FNS strongly recommends that you adhere to the order that is listed here.)

1) TABLE OF CONTENTS

PAGE NUMBERS

- 2) ORGANIZATIONAL INFORMATION
- 3) SUMMARY
- 4) PROJECT STAFF
- 5) DETAILED PROJECT INFORMATION
 - a. Target Audience
 - b. Partners
 - c. Goals
 - d. Objectives
 - e. Tasks/Activities
 - f. Timeline
- 6) EVALUATION
- 7) BUDGET AND JUSTIFICATION
 - a. Data Universal Numbering System (DUNS)
 - b. Budget (SF 424, 424A, and 424B)
 - c. Budget Narrative
 - d. Indirect Costs
- 8) CERTIFICATIONS
 - a. Certification Regarding Lobbying
 - b. Disclosure of Lobbying Activities (SF LLL)
- 9) ATTACHMENTS
 - a. Copies of sub-grantee agreements (if appropriate)
 - b. Copies of Memoranda of Understanding with partners (if appropriate)
 - c. Other Supporting Documentation

2. Organizational Information

Instruction: Use the space below to provide a short description of your organization. Typing a list or a narrative statement is acceptable. Include the following types of information:

- Administrative structure of the organization and the FDPIR
- Unique features of the Reservation or geographic location
- Average number of FDPIR participants served per month
- Brief statement regarding the cultural beliefs or practices of the tribe.
- Current nutrition education efforts, any resources available, and partnerships.
- **If the applicant is a consortium**, identify the member organizations of the consortium and add a short statement regarding how each consortium member will contribute to the project. **Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements.** The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide. Fax or attach the signed agreements.

3. Summary

Instruction: Use the space below to provide a short summary of the project. Typing a list is acceptable. The summary should include: needs to be addressed, brief, specific details regarding the activities that will be conducted, and the results expected. **(An example is below.)**

EXAMPLE

- An informal survey conducted revealed that FDPIR participants do not eat the number of vegetable servings recommended by MyPyramid on a daily basis.
- Discussions held with participants revealed that many want to add more vegetables to their diets but do not know how to prepare them in recipes.
- As a result, we propose to provide food demonstrations and cooking classes, conducted by a Contract Nutritionist, that focus on vegetable preparation at the FDPIR distribution site. We will use lesson plans and handouts to enhance the nutrition education information delivered.
- We anticipate that at least 25% of FDPIR clients will increase the number of vegetable servings eaten daily to the amount recommended by MyPyramid.

4. Project Staff

Instruction: In the space below, provide a list of staff that will work on this project and describe their specific project tasks and responsibilities. **A Project Director must be designated.**

5a. Target Audience

Instruction: Use the space below to identify your target audience. Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, other program sites where they will be recruited from.

5b. Partners

Instruction: Use the space below to identify your nutrition education project partners. List all organizations, agencies, or individuals who will provide or assist in the provision of nutrition education to the target audience. Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. **A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide. Submit the signed agreements as attachments.**

5c-f. Goals, Objectives, Tasks, Activities, Timelines			
Instruction: Use the following charts to select at least one of the four pre-written nutrition education goals for your FY 2011 nutrition education project (Goal Numbers 1-4). (You may only select two goals for your project. At least one of the goals <u>must</u> be a nutrition goal) You may elect to combine your selected nutrition education goal with the physical activity goal (Goal Number 5). After selecting your goal(s), select from pre-written objectives, tasks, and activities. If you do not want to select from the pre-written goals, please go to Goal Number 6 to write your own goals and objectives.			
GOAL 1: _____ Promote the consumption of fruits and vegetables on a daily basis. Instruction: Place an X on the line above if your project will focus on this nutrition goal.	OBJECTIVES Instruction: <u>Select one to three objectives only</u> that support your goal by placing an X on the line next to the objective. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the "Other" space below to enter up to three objectives for your goal.	TASKS/ACTIVITIES Instruction: Select the appropriate tasks/ activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the "Other" space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of eating more fruits and vegetables on a daily basis. _____ Provide (<u>insert number</u>) food demonstrations for (<u>insert number of participants</u>) by (<u>insert date</u>). _____ Provide (<u>insert number</u>) fruit and vegetable food preparation cooking classes for (<u>insert number of participants</u>) by (<u>insert date</u>). _____ Plant (<u>insert number</u>) community gardens by (<u>insert date</u>). _____	Evaluation planning ____ Recruit or hire staff ____ Develop nutrition education lesson plan ____ Develop food demonstration lesson plan ____ Schedule nutrition education/Food demonstration sessions ____ Purchase supplies ____ Purchase nutrition education materials ____ Purchase equipment ____ Purchase demonstration foods ____ Purchase garden supplies ____ Purchase incentives ____ Advertise project activities ____ Prepare garden site for planting ____ Provide nutrition education materials to	

	Provide a description of the gardens (i.e., size, location, type of vegetables/fruits to be planted).	participants____ Provide nutrition education sessions to participants____	
	Other:	Other:	
GOAL 2:_____ Increase the consumption of whole grain products. Instruction: Place an X on the line above if your project will focus on this nutrition goal.	OBJECTIVES Instruction: Select one to three objectives that support your goal by placing an X on the line next to the objective. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below to enter up to three objectives for your goal.	TASKS/ACTIVITIES Instruction: Select the appropriate tasks/activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	By (insert date), conduct (insert number) classes for (insert number of participants) that focus on the benefits of increasing consumption of whole grain products. _____ Provide (insert number) food demonstrations for (insert number of participants) by (insert date) that focus on using whole grain products. _____ Provide (insert number) whole grain food preparation cooking classes for (insert number of participants) by (insert date). _____	Evaluation planning ____ Recruit or hire staff____ Train staff to conduct the activity_____ Develop nutrition education lesson plan_____ Develop food demonstration lesson plan_____ Schedule nutrition education/Food demonstration sessions_____ Purchase supplies_____ Purchase nutrition education materials_____ Purchase equipment_____ Purchase demonstration foods_____ Purchase incentives ____ Advertise project activities_____ Provide nutrition education materials to participants_____ Provide nutrition education sessions to participants_____ 	

	Other:	Other:	
GOAL 3:_____ Promote the consumption of low-fat and fat-free milk products Instruction: Place an X on the line above if your project will focus on this nutrition goal.	OBJECTIVES Instruction: Select one to three objectives that support your goal by placing an X on the line next to the objective. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below to enter up to three objectives for your goal.	TASKS/ACTIVITIES Instruction: Select the appropriate tasks/activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of consuming low-fat and fat-free milk products. _____ Provide (<u>insert number</u>) food demonstrations focusing on low-fat and fat-free milk products to (<u>insert number of participants</u>) FDPIR participants by (<u>insert date</u>). _____ Provide (<u>insert number</u>) food preparation/cooking classes for (<u>insert number of participants</u>) that focus on low-fat and fat-free milk products by (<u>insert date</u>). _____	Evaluation planning _____ Recruit or hire staff _____ Train staff to conduct the activity _____ Develop nutrition education lesson plan _____ Develop food demonstration lesson plan _____ Schedule nutrition education/Food demonstration sessions _____ Purchase supplies _____ Purchase nutrition education materials _____ Purchase equipment _____ Purchase demonstration foods _____ Purchase incentives _____ Advertise project activities _____ Provide nutrition education materials to participants _____ Provide nutrition education sessions to participants _____	

	Other:	Other:	
GOAL 4: _____ Encourage FDPIR participants to consume less salt Instruction: Place an X on the line above if your project will focus on this nutrition goal.	OBJECTIVES Instruction: Select up to three objectives that support your goal by placing an X on the line next to the objective. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below to enter up to three objectives for your goal.	TASKS/ACTIVITIES Instruction: Select the appropriate tasks/ activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	By (<u>insert date</u>), conduct (<u>insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of consuming less salt. _____ Provide (<u>insert number</u>) food demonstrations focusing on recipes that use less salt to (<u>insert number of participants</u>) FDPIR participants by (<u>insert date</u>). _____ Provide (<u>insert number</u>) food preparation/ cooking classes focused on using less salt to (<u>insert number of participants</u>) FDPIR participants by (<u>insert date</u>). _____ Provide handouts on decreasing salt in the diet to (<u>insert number</u>) FDPIR participants at monthly food issuance during (<u>insert months when you will provide the handouts</u>). _____	Evaluation planning ____ Recruit or hire staff ____ Train staff to conduct the activity ____ Develop nutrition education lesson plan ____ Develop food demonstration lesson plan ____ Schedule nutrition education/Food demonstration sessions ____ Purchase supplies ____ Purchase nutrition education materials ____ Purchase equipment ____ Purchase demonstration foods ____ Purchase incentives ____ Advertise project activities ____ Provide nutrition education materials to participants ____ Provide nutrition education sessions to participants ____	

	Other:	Other:	
GOAL 5:_____ Encourage FDPIR participants/potentially eligible individuals to engage in physical activity daily as part of a healthful lifestyle Instruction: Place an X on the line above if your project will focus on this goal. Remember: If you select this goal you must have at least one nutrition goal.	OBJECTIVES Instruction: Select up to three objectives that support your goal by placing an X on the line next to the objective. Enter the appropriate dates and number of activities. If you wish to write your own objectives, use the “Other” space below to enter up to three objectives for your goal.	TASKS ACTIVITIES Instruction: Select the appropriate tasks/ activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each selected task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
	By (<u>insert date</u>), conduct (<u>Insert number</u>) classes for (<u>insert number of participants</u>) that focus on the benefits of daily physical activity. _____ Provide (<u>insert number</u>) physical activity demonstrations for (insert number of participants) by (<u>insert date</u>). _____ Provide handouts on increasing physical activity to (insert number of participants) FDPIR participants at monthly food issuance during (<u>insert months when you will provide the handouts</u>). _____	Evaluation planning ____ Recruit or hire staff____ Train staff to conduct the activity_____ Develop physical activity lesson plan_____ Schedule classes that focus on the benefits of daily physical activity ____ Purchase supplies_____ Purchase physical education materials_____ Purchase incentives ____ Advertise project activities_____ Provide physical activity materials to participants_____ Provide physical education sessions to participants ____ Refer participants to facilities that offer physical activity education____	

	Other:	Other:	
GOAL 6: _____ Instruction: Place an X on the line above if you are writing your own goal (s). Type your goal (s) into the space below. Your goal must be related to the standard goals that are the focus for FDPNE. (You may only focus on two goals for your project.)	OBJECTIVES Instruction: Use the space below to identify up to three objectives that support each goal.	TASKS/ACTIVITIES Instruction: Select the appropriate tasks/ activities below that support your objectives by placing an X on the line next to the task/activity. Select or add as many tasks and activities that support your goal and objectives. Use the “Other” space to add your own tasks.	TIMELINE Instruction: Use the space below to identify when each task and activity will take place. Add the number of participants you expect to reach for <u>each time</u> that you will conduct a class or food demonstration, or provide a service to participants.
		Meet with project partners/staff_____ Evaluation planning ____ Recruit or hire staff_____ Train staff to conduct the activity_____ Develop nutrition lesson plan_____ Develop food demonstration lesson plan_____ Schedule nutrition education/Food demonstration sessions_____ Purchase supplies_____ Purchase nutrition education materials_____ Purchase equipment_____ Purchase demonstration foods_____ Purchase incentives ____ Advertise project activities_____ Prepare garden site for planting_____ Provide nutrition education materials to participants_____ Provide nutrition education sessions to	

		participants _____	
		Other Tasks:	

6) Evaluation

Instruction: In the chart below, place an X next to the method(s) you will use to evaluate your FY 2011 nutrition education project and provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.

Sample Evaluation Chart

Evaluation Methods	Select Evaluation Method by placing an X in this column	Evaluation: Provide a brief explanation of how the evaluation method will provide information that helps assess the results of your FY 2011 nutrition education project.
Survey		
Pre-and post test results		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Log that records number of handouts distributed		
Physical activity session sign-in sheets		
Observations of activities		
Photos or videos		
Other		

7. Budget and Justification

- a) **Data Universal Numbering System (DUNS).** Applicants of Federal Government awards are required to have DUNS numbers. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency. **You must record your DUNS Number on your Standard Form (SF) 424.**

Instruction: Enter an X on the line below to indicate that you have obtained a DUNS number and that it is entered on your SF 424.

b) Budget

Instruction: Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. Attach a hard copy of the completed forms. If you are e-mailing your application you may fax copies of these forms to the FNS, Food Distribution Nutritionist, Akua White, whose contact information is listed in the RFA.

c) Budget Narrative

Instruction: The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project. Use Attachment H, Sample Budget Summary Chart, to document your budget narrative. You may type directly onto the Sample Budget Summary Chart. Attach it to your application.

d) Indirect Costs. Applicants who intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement.

Instruction: Enter an X on the line to the right if you intend to charge indirect costs to the FDPNE grant. _____

Enter an X on the line to the right if you have included a copy of your Indirect Cost Negotiation Agreement. _____

8. Certifications. Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants.

Instruction: Enter an X on the line to the right if you have attached a copy of your Certification Regarding Lobbying. _____

Enter an X on the line to the right if you are required to submit SF LLL, Disclosure of Lobbying Activities. _____

9. Attachments.

Instruction: Attach copies of agreements or memoranda of understanding with partners and any other supporting documentation that is required for this application.

Attachment B

Renewal Application Template (Sample) FDPNE Fiscal Year 2011

Renewal Application Process

- **You may write directly on this sample template to apply for funding to continue a FDPNE project from FY 2010 for FY 2011. Your FY 2011 project must use one or more of the same goals and objectives specified in the proposal you submitted for FY 2010.**
- The template is a Microsoft Word Document. Begin entering the information on the second page of this attachment. Ensure that all information requested has been included.
- Complete the Application Cover Sheet. Type or paste text in the empty spaces as indicated.
- Enter the information for your application. Follow the instructions provided with each section.
- Use as much space as you need to enter your response. You are not limited to the amount of space that is directly under text boxes or in columns.
- Follow all directions in the RFA document to submit your application.
- Please do not include this Tip Sheet with your completed application.

Attachment B

**FISCAL YEAR 2011
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS
NUTRITION EDUCATION GRANT**

RENEWAL APPLICATION COVER SHEET

Enter the name of the applicant organization or program in the space directly below.

Enter the address, phone number, and fax number of the applicant organization in the space directly below.

Enter the name, phone number, and fax number of the application contact person in the space directly below.

Is this a renewal application for a Consortium? If yes, place an **X** in the box to the right. >

☐

Enter the name of the lead agency of the consortium for **FY 2011** directly below.

Enter the name of the person who will be the Project Director (if known) directly below.
(If this is the same name as the Contact Person enter the name again)

Enter the E-mail Address of the Contact Person below.
(If no e-mail address, enter NONE)

What is the total amount of your budget request? Enter the amount in the space below.

ITOs and SAs must provide 25 percent of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the match may come from one or more of the consortium members, but must total 25 percent of the application. FNS will consider compelling justification to waive the match requirement, in whole or in part. **Enter the match percentage that will be contributed in the space below.**

Enter **YES** in the space below if you are requesting a waiver of the match. **Remember to include the documents needed to apply for a waiver. See the RFA. See the APPLICATION REQUIREMENTS section o the RFA for more details.**

Attachment B

1) Table of Contents

PAGE NUMBERS

- 2) ORGANIZATIONAL INFORMATION
- 3) PROJECT STAFF
- 4) GOALS AND OBJECTIVES FROM FY 2010
- 5) LESSONS LEARNED IN FY 2010
- 6) TASKS/ACTIVITIES
- 7) TIMELINE
- 8) EVALUATION
- 9) BUDGET AND JUSTIFICATION
 - a. Data Universal Numbering System (DUNS)
 - b. Budget (Standard Forms 424, 424A and 424B)
 - c. Budget Narrative
 - d. Indirect Costs
- 10) CERTIFICATIONS
 - a. Certification Regarding Lobbying
 - b. Disclosure of Lobbying Activities (SF LLL)
- 11) ATTACHMENTS
 - a. Copies of Sub-grantee agreement (If needed)
 - b. Copies of Memoranda of Understanding with Partners
 - c. Other Supporting Documentation

2) Organizational Information	
<p>Use the space to the right to type any significant changes in key personnel, governance, or operations that occurred at your organization since your FY 2010 FDPNE funding was awarded.</p> <p>If the applicant is a consortium did the lead agency change? __Yes or __No</p> <p>Please identify the member organizations of the consortium. Add a short statement regarding how each consortium member will contribute to the project. The lead agency will be considered the awardee and the other members will be sub-grantees (or sub-awardees) of the lead agency for purposes of the FDPNE project. Written agreements (e.g., Memorandum of Agreement) are needed for all collaborative projects. A representative of each ITO/SA/organization participating in the collaboration must sign these agreements. The agreement should outline the duties/functions to be performed by each partner, and any financial support each partner will provide. (Attach your agreements to your application.)</p>	
3) Project Staff	
<p>Instruction: Use the space to the right to provide a list of staff who will work on this project. Write their specific project responsibilities. The information should relate to the task and activities you will use to conduct the project. If the names are not available, you must at least list the job titles and responsibilities of persons who will work on this project. A Project Director must be designated.</p>	
4) Goals and Objectives from FY 2010	

Instruction: Use the space to the right to provide **one to two of the goals** and objectives that were submitted with your FY 2010 proposal. **At least one of your goals must be a nutrition goal.** You may cut and paste the text from your FY 2010 FDPNE proposal.

5) Lessons Learned During FY 2010	
<p>Instruction: Use the space to the right to provide information on what you have learned during the FY 2010 project period. Explain what you will do differently in FY 2011 as a result of lessons learned. Use this space to explain if you will expand your project and to explain how it will be expanded.</p> <p>NOTE: You may eliminate a goal or objective as a result of lessons learned but you may not write new goals and objectives for FY 2011 if you are applying for a renewal of your FY 2010 FDPNE project. <u>You must focus on at least one nutrition goal.</u></p>	
6) Tasks/Activities	
<p>Instruction: Use the space to the right to provide a list of tasks and activities you will implement during FY 2011. If you will use the same tasks from FY 2010 you may paste the text from your FY 2010 proposal into this space, NOTE: The tasks and activities must be based on the goals and objectives in your approved FY 2010 nutrition education project.</p>	
7) Timeline	
<p>Instruction: Submit the new timeline for your FY 2011 tasks and activities.</p>	
8) Evaluation	
<p>Instruction: In the chart below, place an X next to the method(s) you will use to evaluate your FY 2011 nutrition education project and provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For</p>	

example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.

Sample Evaluation Chart		
Evaluation Methods	Select Evaluation Method by placing an X in this column	Evaluation: Provide a brief explanation of how the evaluation method will provide information that helps assess the results of your FY 2011 nutrition education project.
Survey		
Pre-and post test results		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Log that records number of handouts distributed		
Physical activity session sign-in sheets		
Observations of activities		
Photos or videos		
Other		

9) Budget and Justification.

a) Data Universal Numbering System (DUNS)

Instruction: Applicants of Federal Government awards are required to have DUNS numbers. You should already have a DUNS number if you are applying to renew your project for FY 2011. If this is a Consortium application and there is a new lead agency that needs to obtain a DUNS number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications for Federal assistance, and is required to be included on all applications for Federal assistance. If applying as a consortium of agencies, use the DUNS number of the lead agency. **You must record your DUNS Number on your Standard Form (SF) 424. Use the space below to indicate that you have obtained a DUNS number and that it is recorded on your SF 424.**

b) Budget

Instruction: Use the Standard Form (SF) 424, 424A, and 424B to prepare a completed budget for the project. Provide amounts for all major budget categories. Budget forms are available at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. Attach a hard copy of the completed forms. If you are e-mailing your application you may fax copies of these forms to the FNS, Food Distribution Nutritionist, Akua White, whose contact information is listed in the RFA.

c) Budget Narrative

Instruction: The budget narrative must provide an explanation for all funds requested on the budget form (SF 424A) and describe how those costs relate to the project objectives and proposed activities. The budget narrative should provide enough detail for reviewers to understand how costs were determined and how they relate to the goals and objectives of the project. Use Attachment H, Sample Budget Summary Chart to document your budget narrative. Write directly onto the Sample Budget Summary Chart and attach it to your application.

TIP: Ensure that each budget item is explained clearly in your budget narrative. You may use Attachment G, Budget Narrative Checklist, to ensure that all information required is included in your narrative

d) Indirect Costs

Instruction: Applicants who intend to charge indirect costs to the FDPNE grant must provide a copy of the most recently approved Indirect Cost Negotiation Agreement. If the applicant is a consortium, the lead agency must submit its most recently approved Indirect Cost Negotiation Agreement. **Use the space below to verify that you have attached or provided a copy of your Indirect Cost Negotiation Agreement if you intend to charge indirect costs to the FDPNE grant.**

10) Certifications

Instruction: Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF LLL). Forms for Certification Regarding Lobbying and Disclosure of Lobbying Activities (SF LLL) are available on the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants. **Attach the certification forms to your application. Use the space below this box to verify that you have attached a copy of your certification forms or to explain how your documents have been submitted.**

11) Attachments

Instruction: Attach copies of agreements or memoranda of understanding with partners and any other supporting documentation that is required for this application.

*Tips on Writing Goals and Objectives and Tasks

NOTE: The sample goals and objectives listed in this document are used as illustrations only.

Goals

- Are **broad statements** that indicate what you **hope to accomplish**.
- Focuses on **how a situation will be changed** as a result of a successful project, not what a project will do.

Example: Increase consumption of fruits and vegetables among low-income women.

Objectives

Objectives are steps that need to be taken in order to accomplish a goal. Objectives should be written as outcomes for the target audience (i.e. what skill or knowledge will the target audience gain because of the planned nutrition education activity). Please make sure that your objectives are achievable and reasonable within the funding period and that the objectives:

- Provide an organized pathway to meet your higher goals.
- Are operational and measurable.
- Describe specific things you will be accomplishing.
- Include the quantitative or qualitative degree, amount or level of achievement or change.
- Are easy to write!

Objectives should be SMART. This stands for:	
Specific	Specify target and intended outcome Avoid vague terms such as "know" or "understand"
Measurable	Have a baseline to measure change Example: Increase by 25% the number of schools that...
Appropriate	Advance your goal Identify a specific target audience Are inclusive of diversity within your group
Realistic	Are important to stakeholders Are "do-able" Are adequately resourced
Time Specific	Provide a period when the objectives will be met

Example: By 6/1/04, 25% of FDPIR participants will report eating 4 cups of vegetables per day; or By September 2010, at least 30% of women who are FDPIR participants will report eating at least 2 cups of fruit every day.

Tasks/Activities: Tasks or activities to be undertaken to achieve the goal and objective. Example: Provide each participating household with a handout containing recipes/suggestions for snacks using fresh fruits and vegetables.

*Based on: USDA, Food and Nutrition Service, State Nutrition Action Plans: <http://www.fns.usda.gov/oane/SNAP/Resources.htm>

(Attachment C – continuation) **A sample chart is below** with brief examples. If you are not using the New Application Template (Sample) you may use a similar chart to identify your goals, objectives and tasks/activities in your application. Progress Report/Evaluation columns may be used to document progress and evaluation reports at the appropriate time.

<u>Goal (s):</u> List your goals in this column. FNS strongly recommends using one to two goals.	<u>Objective (s):</u> Provide a SMART description of the objective (s) for each goal. FNS recommends using no more than three objectives per goal.	<u>Tasks/Activities:</u> Describe the tasks/activities you will perform for each objective.	<u>Timeline:</u> Provide proposed dates for each task.	<u>Progress Report:</u> What is the status of each task? <u>Evaluation:</u> Were goals and objectives accomplished? Did you meet the measures/outcomes you set in your objectives?
<u>Example:</u> <u>Goal 1:</u> Increase consumption of fresh fruits and vegetables by low income families	<u>Example:</u> <u>Objective 1:</u> Between October 1, 2009 and September 30, 2010, increase take rate of fresh produce by FDPIR participants by 10%.	<u>Example:</u> <u>Task 1:</u> Provide each participating household with handout on the nutritional value of fresh fruits and vegetables. <u>Task 2:</u> Provide each participating household with a handout containing recipes/suggestions for snacks using fresh fruits and vegetables. <u>Task 3:</u> Display in the distribution area a poster listing of fresh produce with color photos of each item.	<u>Example:</u> <u>Task 1:</u> Handout will be provided with November 2009, March 2010, and June 2010 issuances. <u>Task 2:</u> <u>Handout will be provided with December 2009, April 2010, and July 2010 issuances.</u> <u>Task 3:</u> Display poster by October 30, 2009.	<u>Example:</u> <u>Progress Report- 1st Quarter:</u> By October 1, 2009 the project purchased a variety of fruit and vegetable handouts that provide nutrition information, recipes and ideas for fruit and vegetable snacks from the <u>Fruits and Veggies: More Matters!</u> Program. Each participating household received the fruit and vegetable nutrition handouts during the November 2009 and the hand out that provides recipes and suggestions for snacks in December 2009. Posters were displayed by October 20, 2009. The materials generated questions and discussion on the benefits of eating more fruits and vegetables between the participants, the Nutritionist, and Nutrition Technicians. <u>Evaluation Report:</u> Records indicate that the take rate for fresh fruits and vegetables increased by 15% from November 2009 through September 2010. 150 participants who completed questionnaires in September 2010 reported that the handouts and posters encouraged them to take more fruits and vegetables and provided ideas for cooking the produce. 90% reported eating two additional servings of fruits and vegetables per day after receiving the handouts and viewing the posters. In September 2010, participants reported that the handouts and posters encouraged them to take more fruits and vegetables and provided ideas for preparing the produce. 90% of those who completed questionnaires reported eating two additional servings of fruits and vegetables per day after receiving the handouts and viewing the posters.

Allowable and Unallowable FDPNE Administrative Expenses

Allowable costs are specified under OMB regulations at 2 CFR part 225 (OMB Circular A-87); 2 CFR 220 (OMB Circular A-21); 2 CFR 215 (OMB Circular A-110); and 2 CFR 230 (OMB Circular A-122).

Departmental regulations at 7 CFR 3016 and Food Stamp Program regulations at 7 CFR 277 (both exhibits to FNS Handbook 501) also specify allowable costs. To be allowable, all costs charged to FNS must be valid obligations of the Tribe, State, local government or sub-grantee and must be necessary and reasonable as charges under an approved FDPNE proposal. The criteria for “necessary and reasonable” are listed below.

Necessary Costs:

- Are incurred to carry out essential elements of the FDPNE proposal;
- Cannot be avoided without adversely affecting the FDPNE proposal; and
- Do not duplicate existing efforts.

Reasonable Costs:

- Provide a program benefit generally commensurate with the cost incurred;
- Are in proportion to other program costs for the function that the costs serve;
- Are priority expenditures relative to other demands on availability of administrative resources; and
- Carry constructive nutrition education messages consistent with the *Dietary Guidelines for Americans*.

Allowable administrative costs are operational costs for FDPNE, which include all administrative expenses that are reasonable and necessary to operate approved nutrition education activities. Allowable administrative expenses include:

- Salaries and benefits of personnel involved in FDPNE and administrative support;
- Office equipment, supplies, postage, duplication costs and travel that is necessary to carry out the project’s objectives (travel is listed here and below); development and production of FDPNE materials when no other appropriate materials exist;
- Lease or rental costs;
- Maintenance expenses;
- Other indirect costs; and
- Charges for travel for fulfilling the approved activities based on official Tribal, State, local or university travel regulations.

Unallowable administrative expenses - Unallowable costs per 2 CFR 225 (OMB Circular A87) and 2 CFR 220 (OMB Circular A-21) for State and local governments are listed below. Similar lists are found in 2 CFR 215 (OMB Circular A-110) and 2 CFR 230 (OMB Circular A-122), the OMB regulations applicable to universities and non-profit organizations).

- Bad Debts – uncollected accounts or claims, and related costs.
- Contingencies-contributions to an emergency reserve or similar provision for unforeseen events (these are not insurance payments which are allowable).
- Contributions and Donations (usually these are political in nature).
- Entertainment – costs that are primarily for amusement or social activities. (There are some exceptions that require reasonable judgment based on why or when the activity takes place. Consult the FNS Regional Office prior to incurring any entertainment related costs.)
- Fines and Penalties – violations or penalties for failure to comply with Federal, Tribal, State, or local laws.

- Governor's Office – specifically costs of general government. Costs which may be directly charged to a Federal grant may be allowable. (For example, if a person assigned to the governor's office devotes 100 percent of his/her time to the FDPIR the cost may be allowable. Each situation, however, must be judged on its own merit).
- Indemnification – payments to third parties and other losses not covered by insurance.
- Legislative expenses.
- Losses not Covered by Insurance (See Indemnification above. These costs are similar, but not the same).
- Under Recovery of Costs under Federal Funding Agreements – shortfalls in one grant cannot be charged to another Federal grant. (This is not the same as charging two Federal grants for a share of the costs of the activity if both agencies benefit from the activity funded. However, an allocations basis must be established for sharing the costs in proportion to the benefit each receives.)
- Alcoholic Beverages.

Under 2 CFR 220 (OMB Circular A-21), there are some ***unallowable cost*** categories in addition to those listed above:

- Advertising and Public Relations – unless used for recruitment of staff, acquisition of material for the grant, or publishing the results of the grant.
- Alumni Activities.
- Commencement and Convocations.
- Legal Fees which result from a failure to follow Federal, State or Local laws. If certain conditions are met, the Federal government may allow some legal fees.
- Executive Lobbying.
- Goods and Services for Private Use.
- Housing and Personal Living Expenses.
- Interest, Fund Raising, and Investment Management. There may be exceptions for interest. If the cost is shown, it needs to be examined in light of the exceptions.
- Any and all Political Party Expenses.
- Pre-agreement Costs – all costs incurred prior to the grant award.
- Scholarships and Student Aid – there are exceptions that should be reviewed if these costs appear in budget.
- Student Activity Costs.
- Travel – allowable, but with restrictions as to amounts involved, level of transportation costs (e.g., no first class tickets).

Examples of Allowable and Unallowable FDPNE Activities and Services

The list that follows are examples and do not include all allowable and unallowable project examples.

Allowable FDPNE Activities and Services

- Gardening Projects – Gardening is a beneficial project that leads to the economical production and consumption of healthful and fresh food. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
- Nutrition Education Reinforcement Items and Incentives– Includes calendars, refrigerator magnets, measuring cups, measuring spoons or other items of nominal value (\$4.00 or less per person) that reinforce an important nutrition message. **NOTE: FNS policy prohibits using more than \$4.00 per participant on these items. Spending more than this amount will not be authorized.**
- Local radio and television spots – Local radio and television announcements of nutrition education events for FDPIR participants and potentially eligible persons.
- Nutrition Classes – Classes on nutrition related topics. The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. Relevant topics include, but are not limited to:
 - Meal planning;
 - Food portions;
 - Selection of healthful foods from vending machines;
 - Healthful cooking; and
 - Food safety.
- The Pro-rata Share of Cost of Nutrition Classes – When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, WIC, IHS Diabetes Prevention), FDPNE may be billed for the share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR participants, 25 percent of the cost of that class may be billed to FDPNE.
- Physical Activity Demonstration or Promotion – Physical activity demonstration or promotion that includes a nutrition message on healthful eating behaviors. Information on local sites where FDPIR participants and eligibles can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. The promotion of physical activity must be accompanied by a nutrition message on healthful eating behaviors.
- MyPyramid.gov Promotion – Provide instruction to FDPIR participants and potentially eligible persons on accessing MyPyramid.gov and MyPyramid Tracker. Provide a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaborate with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

Unallowable FDPNE Activities and Services

Cultural Gatherings – FDPNE funds may not be used for nutrition education activities provided to the general public during Tribal gatherings and powwows. FDPNE funding, by law, may only be used for nutrition education for the FDPNE targeted audience, i.e., FDPIR participants and/or low-income individuals who are potentially eligible to participate in FDPIR. The use of FDPNE funds to serve the general public would be a misuse of federal funds.

Food Purchases - Food purchases are not allowable unless the food is used for recipe/taste testing purposes, as samples associated with a nutrition education lesson, or another activity that is integral to an allowable nutrition education objective. Any application for the purchase of food must describe how the food will be used in a nutrition education activity. Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable.

Door Prizes or Giveaways – FNS policy prohibits spending Federal funds on prizes or giveaways that are not nutrition education reinforcement or incentive materials.

Health Screenings – Health screenings, such as diabetes and blood pressure checks, are not an allowable activity for FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.

SAMPLE EVALUATION CHART: Type directly onto this chart and submit it with your application.

Instruction: In the chart below, place an X next to the method(s) you will use to evaluate your FY 2011 nutrition education project and provide a short explanation of how this will help to assess results. The evaluation can be a simple one but you must collect some data. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare knowledge gain among participants after they have taken a class. Use the “Other” row to add your own evaluation methods. If you prefer to submit a more detailed evaluation plan, place an X next to “Other” and attach your evaluation plan using a separate file. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpir/default.htm> and click on FDPIR Nutrition Education Grants to obtain the Project Evaluation Guidance document.

Sample Evaluation Chart

Evaluation Methods	Select Evaluation Method by placing an X in this column	Evaluation: Provide a brief explanation of how the evaluation method will provide information that helps assess the results of your FY 2011 nutrition education project.
Survey		
Pre-and post test results		
Nutrition education session sign-in sheets		
Food demonstration sign-in sheets		
Log that records number of handouts distributed		
Physical activity session sign-in sheets		
Observations of activities		
Photos or videos		
Other		

Budget Narrative Checklist[†]

This checklist will help ensure the items listed below are addressed in the budget narrative.

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect the current yearly salary as a percentage of time to be devoted to the project?		
Fringe Benefits		
Did you include your organization's fringe benefit amount and basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimates identified in the budget? For example include excerpt from travel regulations.		
Nutrition/Physical Education Activity Materials or Reinforcement Items		
Are types of educational materials identified in the budget? Are costs and # of items listed?		
Is the cost of incentive items \$4.00 or less per item?		
Equipment		
Is the need for the equipment justified in the narrative?		
Are types of equipment, unit costs, and the number of items to be purchased listed?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Materials and Supplies		
Are the types of materials, supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the costs per item or other basis of computation stated?		
Contractual		
Are the products to be acquired or the professional services to be funded described?		
Has the justification for the need to contract or sub-grant been included in the budget?		
For professional services, are the hours to be devoted to the project and the amounts to be charged to the project clearly stated?		
Is the methodology on how the applicant determined the contractual costs included?		
Are there sole-source contracts listed under this heading? If so, has sufficient information been provided in order to approve the use of a single source?		
Other		
Consultant Services. – Are all instances in which consultant services would be required listed?		
For all other line items listed under the "Other" heading, list items to be covered under this heading along with the method used to derive at costs.		
Indirect Costs		
Is the amount requested based upon a rate approved by a Federal Agency? Is a copy of the negotiated rate agreement provided along with the application?		
Please Note: You must submit documentation from vendors, contractors or consultants with costs or estimated costs for all items you intend to purchase or contract for. Budget requests that are not accompanied by this information cannot be approved.		

[†]Budget Checklist Adapted From: USDA, FNS 2008 Team Nutrition Training Grants

**FISCAL YEAR 2011
Sample Budget Summary Chart**

The Sample Budget Summary Chart is a Microsoft Word document. Using the chart is not mandatory; however, we strongly recommend that it be used. Please enter your budget items in the exact order that is indicated on the blank chart provided in this attachment. Use as many rows as you need to provide complete information.

Instructions

Column A: Budget categories such as Personnel are entered for you. Please do not change the categories.

Column B: Item – Type the name of the item within the category such as Nutritionist, Airfare, Car Rental, Nutrition education Flyers, etc.

Column C: Federal Amount. Enter the Federal amount requested.

Column D: Non-federal Amount. Enter the Non-federal.

Column E: Total Amount. Add the amounts in Columns C and D and enter the total in Column E.

Column F: Explain why the expense is needed and how the cost was calculated. You may use brief statements but you must provide all of the information requested. Your application will be evaluated based on the completeness of the budget information that you document.

Calculate Indirect Charges: If you are applying the Indirect Cost Rate to your request, multiply Total Direct Charges by your Indirect Cost Rate.

Calculate Amount needed to meet the match requirement: Multiply Total Project cost by matching requirement percent.

Calculate the total FDPNE Federal request amount: Deduct match requirement amount from the Total Project Cost

An **Example** of Sample Budget Narrative Chart with budget entries is on the next page. A blank chart that you may write on follows that.

Sample Budget Summary Chart
EXAMPLE ONLY

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
1. Personnel					
a. Fringe Benefits : Enter Fringe Benefit Rate on the line here: _____					
2. Travel					
a. Travel Out of State	Airfare from Florida to Arizona	\$2,000		\$2,000	Travel to Regional Health and Nutrition conference to be held in April. 2011. In Reno, Nevada. Estimated airfare for one person is \$1000 x 2 people = \$2,000.
	Hotel lodging	\$200		\$200	Room rate for one night = \$85 plus \$15 hotel tax for a total \$100 x 2 people equals \$200.
	Rental Car	\$70		\$70	Travel from airport to conference site and from conference site to airport. Cost is \$35 per day x 2 days = \$70. Estimated cost document from vendor is attached.
b. Local Travel					
3. Equipment					
4. Supplies					

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
a. Office Supplies	Pencils/Pens		\$60	\$60	Pencils at \$10.00 for 500. 200 Pens at \$.25 each for a total of \$50.00 (VENDOR'S PRICE LIST IS ATTACHED/INCLUDED)
b. Other Supplies					
5. Contractual					
a. Staff	Contract Nutritionist	\$11,500	\$4,500	\$16,000	To develop lesson plans and conduct nutrition education sessions. Salary @ \$20 per hour for 20 hours per week = \$400 per week x 40 weeks = \$16,000 (THE CONTRACTOR'S FEE SCHEDULE IS ATTACHED/INCLUDED)
b. Other					
6. Other					
7. Nutrition Education Materials	Booklet: "Nutrients in Vegetables"	\$200	\$100	\$300	Will be provided to participants attending nutrition education classes. Target audience of 200 participants at \$1.50 each booklet. Vendor price list is attached.
8. Physical Activity					

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non—Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
Materials					
9. Program Incentives					
10. Direct Charges		\$13,970	\$4,660	\$18,630	
11. Indirect Charges	Enter your Indirect Cost Rate on the line provided here <u>16.5%.</u>				
12. Calculate Indirect Cost Charges	Multiply Total Direct Charges (\$18,630) by the Indirect Cost Rate (16.5%). Enter the amount in Column E to the right▶			\$3,073.95	
Total Project Cost				\$21,703.90	
Calculate Amount needed to meet Match Requirement	Multiply Total Project cost (\$21,703.90) by matching requirement percent (25%) and enter in column E to the right.			\$5425.97	
Total Federal Request for FDPNE	Deduct match requirement amount (\$5425.97) from the Total Project Cost (\$21,703.90) and enter in Column E to the right▶			\$16277.97	

Attachment H: Sample Budget Summary Chart: Write your budget narrative directly onto this chart.

Column A	Column B	Column C	Column D	Column E	Column F - Explanation
Budget Categories	Name of Item	Federal Amt.	Non— Federal	Total Amt.	Explain why this expense is necessary and how you calculated the cost.
1. Personnel					
a. Fringe Benefits : Enter Fringe Benefit Rate on the line here: _____					
2. Travel					
a. Travel Out of State					
b. Local Travel					
3. Equipment					
4. Supplies					
a. Office Supplies					
b. Other Supplies					
Contractual					
a. Staff					
b. Other					
13. Other					
14. Nutrition Education Materials					
15. Physical Activity Materials					
16. Program Incentives					
17. Direct Charges					

18. Indirect Charges	Enter your Indirect Cost Rate on the line provided here _____				
19. Calculate Indirect Cost Charges	Multiply Total Direct Charges by the Indirect Cost Rate. Enter the amount in Column E to the right▶				
Total Project Cost					
Calculate Amount needed to meet Match Requirement	Multiply Total Project cost by matching requirement percent and enter in column E to the right.				
Total Federal Request for FDPNE	Deduct match requirement amount from the Total Project Cost and enter in Column E to the right▶				

Attachment I

New Application Checklist

___ Register and obtain a Data Universal Numbering System (DUNS) number

APPLICATION CONTENT (Write all of the following information in your application)

___ Table of contents

___ Organizational Information

___ Summary

___ Project Staff

___ Detailed Application

___ Target audience

___ Partners (if applicable)

___ Letters of support from partners (in Attachments)

___ Goals

___ Objectives

___ Tasks/Activities for each objective

___ Timeline

___ Evaluation

___ Budget and Application Forms

___ DUNS NUMBER

___ SF 424, Application for Federal Assistance

___ SF 424A, Budget Information

___ SF 424B, Assurances – Non-construction programs

All required budget and certification forms are online at

<http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on FDPIR Nutrition Education Grants.

___ Budget narrative (include indirect costs and matching requirement)

___ Certification regarding Lobbying

___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification
Regarding Lobbying)

___ Attachments

___ Copies of Sub-grantee agreement (if needed)

___ Copies of Memoranda of Understanding with Partners

___ Other Supporting Documentation

Application Checklist (Renewal)

___ Register and obtain a Data Universal Numbering System (DUNS) number

APPLICATION CONTENT (Write all of the following information in your application)

___ Table of contents

___ Organizational Information

___ Project Staff

___ Lessons Learned in FY 2010

___ Goals and Objectives from FY 2010

___ Tasks/Activities

___ Timeline

___ Evaluation

___ Budget and Application Forms

___ DUNS NUMBER

___ SF 424, Application for Federal Assistance

___ SF 424A, Budget Information

___ SF 424B, Assurances – Non-construction programs

(All required budget and certification forms are online at

<http://www.fns.usda.gov/fdd/programs/fdpir/default.htm>)

___ Budget narrative

___ Indirect Costs

___ Certification Regarding Lobbying

___ SF LLL, Disclosure of Lobbying Activities (if required by the Certification
Regarding Lobbying)

___ Attachments

___ Copies of Sub-grantee agreement (if needed)

___ Copies of Memoranda of Understanding with Partners

___ Other Supporting Documentation

Useful Resources

- 1) **New Application Template (Sample):** A sample template that you may use to prepare and submit your application is available. **Type or paste text directly onto the New Application Template (Sample) that is included in this application packet.** It contains pre-written goals and objectives that you may select by placing an X on the space that is indicated. It is a Microsoft Word document that you may cut and paste other application documentation onto. Using the template is not mandatory but it will help to make the application process easier and faster. It will also help to ensure that all sections required are included in your application. The template and instructions for using it are contained in Attachment A. If another file containing Attachment A is needed, contact Akua White by telephone or e-mail at 703-305-1126, Akua.White@fns.usda.gov or Stephanie Cooks at (703) 305-2741, Stephanie.Cooks@fns.usda.gov.

- Renewal Application Template (Sample):** A sample template that you may use to prepare and submit your application is available. **Type or paste text directly onto the Renewal Application Template (Sample) that is included in this application packet.** It contains pre-written goals and objectives that you may select by placing an X on the space that is indicated. It is a Microsoft Word document that you may cut and paste other application documentation onto. Using the template is not mandatory but it will help to make the application process easier and faster. It will also help to ensure that all sections required are included in your application. The template and instructions for using it are contained in Attachment B. If another file containing Attachment B is needed, contact Akua White by telephone or e-mail at 703-305-1126; Akua.White@fns.usda.gov, or

- 2) **Sample Evaluation Chart (see Attachment F):** **Type directly onto the Sample Evaluation Chart** to document how you plan to evaluate your project in FY 2011. **You may use the chart for all New and Renewal applications.** Several methods for evaluating project results are included on the chart. Simply place an X in the column next to the method you will use.

- 3) **Project Evaluation Guidance:** If you want detailed guidance on program evaluation, visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain a copy of the Program Evaluation Guidance document. It is an Evaluation Primer developed by the United States Department of Education that is more comprehensive but could help you to develop a practical evaluation plan.

- 4) **A Sample Budget Summary Chart (See Attachment H)** is available. It can be used as part of a Renewal Application or a New Application. **It is strongly recommended that this chart is used to document your budget narrative** to ensure that required budget items are explained clearly. **The application review and funding decision process may be prolonged if budget items are not clearly explained.**

- 5) **Nutrition Education Resource Guide for Native Communities:** This guide contains links to nutrition and physical activity education resources on the internet and is intended as a resource for Indian Territorial Organizations that are providing services to FDPIR eligible families. It may help develop ideas for your project. The guide was developed by the Sherwood Valley Food Program, Willits, California with funding awarded by a Fiscal Year 2008 Food Distribution Education Program Grant. Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to obtain a copy of this resource.

- 6) **Summary of Funded FDPNE Projects FY 2008, FY2009 and FY 2010:** Visit the FNS website at <http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> and click on FDPIR Nutrition Education Grants to look at brief descriptions of projects approved for these fiscal years.